



## Message From the Under Secretary

May 23, 2016

### **National Oceanic and Atmospheric Administration Policy Statement on Equal Employment Opportunity (EEO)**

National Oceanic and Atmospheric Administration (NOAA) employees demonstrate their commitment to organizational excellence through the work and service they provide every day throughout the Nation and to the world. Accordingly, leadership affirms its commitment to provide a workplace that is free of discrimination and supports the inclusion of all employees from all walks of life. Further, we all share the responsibility for cultivating an inclusive workplace culture, to remain successful in accomplishing our mission and goals.

NOAA remains steadfast in its goal to eradicate discrimination based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation, gender identity, national origin, age (40 years of age and over), genetic information, or disability (physical or mental), including the provision of reasonable accommodations for qualified applicants and employees with disabilities or genetic information. Retaliation against those who initiate discrimination complaints, serve as witnesses, or otherwise oppose discrimination and harassment is also strictly prohibited. These protections encompass all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career-development programs.

Employees, applicants, and contractors, who believe they have been discriminated against, and want to initiate an EEO complaint, must contact the NOAA Civil Rights Office within 45 calendar days of the alleged discriminatory event. For information on the Equal Employment Opportunity (EEO) complaint process, call 1 (800) 452-6728, (301) 713-0500 or visit [www.eeo.noaa.gov](http://www.eeo.noaa.gov). NOAA employees can also take advantage of the Alternative Dispute Resolution (ADR) Program by visiting <http://www.wfm.noaa.gov/adr>, which provides a forum for the resolution of internal workplace disputes.

Also, I remind you of your responsibilities as outlined in the Department's Administrative Order, (DAO) 202-955 on *Allegations of Harassment Prohibited by Federal Law*. NOAA managers and supervisors are responsible for preventing, documenting, and promptly correcting harassing conduct in the workplace.

I strongly support Civil Rights, EEO, and Diversity and I encourage all NOAA employees to use the ADR Program as a valuable tool in resolving EEO disputes. The diversity of our workforce enriches the workplace and our community. Managers, supervisors, and EEO Officials must work together to reflect our commitment to EEO and Diversity, and take the necessary steps to prevent and/or correct discriminatory practices and behaviors. Again, all of us share in the responsibility for creating and maintaining a workplace free of discrimination, harassment, and reprisal.

Civil Rights and Diversity are important in accomplishing our mission. We must continue to cultivate an inclusive work environment in which every employee is respected and valued.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kathy", with a large, stylized loop at the end.

Kathryn D. Sullivan, Ph.D.  
Under Secretary of Commerce  
for Oceans and Atmosphere